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MEMORANDUM OF UNDERSTANDING OF ADDITIONAL POLICIES
AND PROCEDURES FOR ADMINISTERING PROGRAM FOR
CAREER DEVELOPMENT OF JUNIOR PERSONNEL

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1. Agency Notice No. [] establishes a program for the career development of junior personnel and places certain responsibilities for ~~selection of participants and conduct of the program~~ in the Assistant Director for Personnel, the Director of Training and a Committee for Career Development of Junior Personnel. By the terms of the Notice, the AD/P and the DTR share responsibility with the Head of the Career Service of the individual concerned in discharging the specified functions of the Committee.

2. In consonance with the separate and joint responsibilities imposed upon us as the AD/P and DTR, we agree to the following additional policies and procedures in order to adequately discharge our responsibilities to implement the basic policies and procedures contained in the Notice and to ensure a joint approach and liaison between our respective offices:

a. Junior Career Development Slots (JCD)

30 Junior Career Development slots (JCD) will be available for encumbrance during the calendar year beginning with the date of initial selections by the Committee. Slots will be allotted on a quarterly

basis, but a proportionately greater number, not to exceed [], may be allocated in the first quarter.

b. Selection of Participants on Quarterly Basis

The Committee for Career Development of Junior Personnel will meet quarterly to select individuals for participation in the Program. Official notice will be given of Committee meetings.

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c. Additional Criteria for Selection in Program

(1) The following ^{factor}~~criteria~~ for selection will be observed in addition to those specified in

25X1A

(a) Each applicant must have completed phase 2 of the BIC course

(1) DD/I Personnel - DD/I phase 2

(2) DD/P Personnel - DD/P phase 2

(3) DD/A Personnel - DD/I phase 2 or DD/P phase 2

(b) ^{insert #4} Preference will initially be given to members of the

~~Senior Staff.~~ (3 or more years of CIA experience)

~~(c) Career Staff~~

(2) The Placement and Utilization Division, Office of Personnel,

(PUD) and the Junior Officer Training Division, Office of Training, ^(JOTD) may ~~take into account other factors pertinent to the~~ jointly develop additional criteria for the consideration of

applications, such as medical requirements and security clearances,

^{these} ~~but~~ additional ^{factor}~~criteria~~ must be approved by the AD/P and DTR.

d. Procedures for Screening and Processing Applications

(1) PUD will receive all applications initially and will immediately forward a copy of the application to JOTD. PUD will review ~~the~~ applications to determine that they fully comply with the requirements prescribed in and such additional criteria as are provided for in 2c above. For this purpose, PUD will check the eligibility of each applicant for consideration and will contact the individual concerned and the appropriate official (or officials) to obtain any additional information needed or to check on any data requiring verification.

25X1A

(2) ^{JOTD and} PUD ~~and JOTD~~ will jointly decide whether applicants will be tested individually or in groups, taking into account the

volume of applications, the testing and assessment facilities

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available, the next meeting date of the Committee and the slots available for selection of participants. JOTD will advise PUD of the date and time for testing of each applicant and PUD will transmit this information to the individual concerned.

(3) PUD will acknowledge the receipt of each application and will advise the applicant in the acknowledgement or subsequent memorandum, as appropriate, concerning the [redacted] when consideration can be given to the application. ILLEGIB

(4) PUD will act as the general liaison with applicants and operating offices on matters pertaining to the processing, selection and rejection of applications. OTR will have jurisdiction and maintain liaison with participants in the Program. ILLEGIB

(5) During each interval between quarterly meetings of the Committee, the Chiefs, PUD [redacted] will screen all pending applications, [redacted] and select approximately 32 candidates for initial review by the AD/P and DTR. JOTD and [redacted] arrange for testing of applicants by the assessment and evaluation [redacted] ILLEGIB

These names will be submitted to the AD/P and DTR sufficiently in advance of the quarterly meeting of the Committee to permit subsequent assessments to be made of approximately 16 individuals. PUD will notify all other applicants that they cannot be considered for selection of their rejection for consideration at the next meeting of the Committee. by the AVE

(6) If the volume of applications during a quarterly period does not warrant the submission of 32 candidates, the Chiefs, PUD and JOTD, will submit their recommendations to the AD/P and DTR relative to delay of quarterly selections or to publicizing the need for applications from Agency personnel.

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~~SECRET~~

one-half of the individuals to receive assessment.

(7) Personnel designated by the AD/P and DTR will be ~~jointly~~ *on a comparative basis* assessed and evaluated. Upon the conclusion of this process, the Chiefs, ~~PUD~~ *JOTD* [redacted] will jointly discuss all available documentation on each of the individuals assessed.

(8) The Chiefs, PUD, will submit a memorandum to the AD/P and *DTR* ~~the Chief, JOTD~~ [redacted] containing recommendations on each individual assessed and a ranking of such personnel in order of preference for selection. [redacted]

~~When PUD and JOTD are in agreement, this fact will be reflected~~

e. Committee Action

(1) Upon receipt of these memoranda, the Committee will meet in a quarterly meeting and select a number of personnel, pursuant to 29 above, for participation in the Program.

(2) The Committee will review the Career Development Plan of each individual selected and, after appropriate consultation with the individual and the operating officials concerned, it will approve a final Plan and training program for the participant.

(3) The Committee will not attempt to define additional standards for selection in the Program but will rely upon documentation and evaluations obtained in the highly selective and competitive process detailed herein.

(4) The Committee will interview each person who is assessed.

[redacted]
(5) OTR will, after coordination with the Head of the Career Service concerned, initiate appropriate promotion actions on participants pursuant to the provisions of [redacted]

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(2) Decisions to terminate individuals from further participation in the Program are within the purview of the responsibility of the DTR and may be made at any time if participants fail to maintain a reasonable standard of performance and progress.

g. General

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(4) The potential of applicants for positions of increased supervisory responsibility will be evaluated during the assessment process.

(5) Selection of individuals for participation in the Program, including the screening process, is primarily the responsibility of the AD/P and DTR. Selection of the participant's Program will be developed and approved by the Committee, which includes the Head of the individual's Career Service.

3. Based upon experience gained in the administration of the Program, the procedural elements contained in this memorandum are subject to alteration or refinement at any time by joint agreement of the undersigned.

Assistant Director for Personnel

Director of Training

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